

Request for Proposals

Small Capital Projects Non-Profit Transitional and Supportive Housing Renovations and/or Improvements

Reaching Home: Canada's
Homelessness Strategy

Issued on: June 17, 2019

Deadline for Submissions: July 19, 2019

General Instructions

Please ensure your submission:

- includes the original plus six **(6)** copies of your proposal.
- is in a sealed envelope with agency's name and phone number marked
- is complete, legible and organized- see section 4.1
- addresses all requirements, and
- is NOT faxed or e-mailed.

Deadline and Delivery Location

Your submission must be received by **12 p.m. (noon) Friday July 19, 2019** at:

City of Toronto
Housing Secretariat
55 John Street, Metro Hall,
7th Floor
Toronto, Ontario
M5V 3C6

Contact

Please direct enquiries to:

Valesa Faria, Acting Director, Housing Secretariat

Phone: 416-392-0602

E-mail: Valesa.Faria@toronto.ca

1.0 PURPOSE

The City of Toronto is seeking proposals from non-profit organizations to renovate and improve existing transitional and/or supportive housing. The former federal program, Homelessness Partnering Strategy has been replaced by Reaching Home: Canada's Homelessness Strategy for the 2019-2024 funding term.

This is the first annual Request for Proposals (RFP) that has been issued under the Reaching Home program and up to \$500,000 is available as capital grants by way of forgivable loans from the federal government. In accordance with the Reaching Home Strategy, twenty percent (20%) of this amount is targeted towards Indigenous (First Nations, Inuit, Metis) housing organizations.

A maximum of \$75,000 is available for any one proposal. There is a limit of one proposal per organization. Organizations should be aware that they must agree to absorb any cost above the requested amount necessary to complete the project. In addition, they should be prepared to assume any ongoing operational and maintenance cost related to the project following its completion.

Proposals selected for funding will support recommendations in Toronto's 10-year Affordable Housing Action Plan – *Housing Opportunities Toronto (HOT)* and the City of Toronto's Housing First approach.

Examples of the types of projects (hereafter referred to as the "Project") for which funding assistance is available for renovation of existing buildings include:

- repairs or renovations for the health and safety of residents and staff
- repair and/or conversion of under-utilized or non-functional space
- improvement of physical accessibility
- security systems
- improvements that increase the durability of the building, resulting in reduced maintenance and prolonged building life.

Reaching Home provides resources to communities across Canada to address and alleviate homelessness. The City of Toronto is responsible for delivering and administering Reaching Home. Note that all Reaching Home funds must be disbursed by March 31, 2020.

The City of Toronto has outlined a series of objectives that serve as the framework for the administration of the Reaching Home program.

This RFP addresses the objective of ***Preserving or Increasing the Capacity of Facilities Used to Address the Needs of People Who Are Homeless or at Risk of Homelessness*** by maintaining and improving the physical infrastructure of community facilities to enhance service delivery.

This RFP also addresses the strategic directions in the Shelter, Support and Housing Administration 2014-2019 Housing Stability Service Planning Framework. Renovations and Improvements to transitional and supportive housing improves the housing stability of people who have experienced homelessness by upgrading and extending the life span of their housing.

2.0 WHO SHOULD APPLY

The City is seeking proposals from non-profit corporations operating existing transitional and/or supportive housing that have experience working with the homeless population and that:

- are in good standing with the City
- provide supports so tenants can live independently
- have the experience necessary to execute and manage the Project
- house homeless individuals or those at risk of homelessness located in the City of Toronto
- can undertake work so that the Project is started no later than **September 16, 2019**
- can finish the approved work by no later than **March 31, 2020**
- are prepared to enter into a legal agreement with the City in the form of the Contribution Agreement attached as Appendix A. This agreement sets out the terms and conditions of the grant, including the reporting requirements, conditions to advancing the grant, general obligations of the proponent etc.
- are prepared to assume any cost over and above the funded amount to complete the Project
- are not nursing and retirement homes, federal social housing, shelters, crisis care centers and home ownership units; and
- can demonstrate that the necessary building permits have been issued or can be obtained for the Project to proceed within the program timelines.

3.0 PROPOSAL EVALUATION AND SELECTION PROCESS

3.1 SCHEDULE OF EVENTS

Date	Milestone
June 17, 2019	RFP issued
July 19, 2019	Submission deadline
July 31, 2019	Evaluation of responses and selection of preferred Organizations
August 23, 2019	Applicants are notified of the decision
September 16, 2019	Selected proponents to commence projects

This schedule is subject to change and appropriate notice in writing of any changes will be provided. Changes to the schedule after the Closing Deadline may be communicated to organizations where feasible and will be published at: www.toronto.ca/affordablehousing.

3.2 SELECTION COMMITTEE

All proposals will be evaluated through a comprehensive review and analysis by a Selection Committee, which will include staff from the Housing Secretariat. The Selection Committee will review, analyze and rate Proposals in accordance with the selection criteria to determine which organizations are most responsive to this RFP's requirements.

The Housing Secretariat may at its sole discretion retain additional committee members or advisors.

The aim of the Selection Committee will be to select proposals which in its opinion meet(s) the City's requirements under this RFP and provide(s) the best overall value to the City. However, the proposal(s) selected will not necessarily be the ones requesting the least funding. Cost is only one of the components in determining the total score or ranking.

3.3 SELECTION CRITERIA AND SCORING

A. Organization & Organization's Team Qualifications	20 points
B. Renovation and/or Improvement Plan	30 points
C. Financial Viability and Value for Money	25 points
D. Tenant Impact Plan	15 points
E. Meeting City Priorities	10 points
Total Points	100

3.4 SELECTION PROCESS

The Selection Committee will score proposals according to the criteria as set out above. Proposals that achieve the highest total scores will be ranked first, second, third etc. In the event of a tie, the organization achieving the higher score for Section C: Financial Viability and Value for Money, will be ranked higher.

Minimum Score: A proposal must score 70 points or higher to be considered for funding. The City reserves the right to reward financial assistance to none, one or more of the top scoring organizations based on the availability of funding.

3.5 CLARIFICATIONS

As part of the evaluation process, the Selection Committee may make requests to clarify information set out in the proposal. The request for clarification is to remove contradictions or ambiguity within a proposal in order to permit a fair evaluation. The clarification process shall not be used by an organization to provide required information that was not submitted in the written proposal or to promote the organization's interests. The Selection Committee may request this clarification from any organization it chooses.

Site visits may be requested as part of the evaluation process.

In order to complete its due diligence, the City reserves the right to use itself, other municipalities, other levels of government, and/or other funders as reference.

3.6 EVALUATION RESULTS

Proposal evaluation results shall be the property of the City and are subject to the Municipal Freedom of Information and Protection of Privacy Act (MFFIPA). Evaluation results may be subject to public release pursuant to MFIPPA.

4.0 PROPOSAL SUBMISSION REQUIREMENTS

General Overview

Proposals should address all RFP content requirements as outlined herein, should be well ordered, detailed and comprehensive. Clarity of language, adherence to suggested structuring, and adequate accessible documentation is essential to the City's ability to conduct a thorough evaluation.

Expertise should be retained for Projects requiring permits or major acquisitions connected to building infrastructure, changes or additions to life safety elements or other major items.

4.1 PROPOSAL STRUCTURE AND CONTENT REQUIREMENTS

The main proposal document should be limited to 8-10 pages, double sided, and minimum 11 point font. Unlimited appendices are permitted and must consist of one (1) original (clearly marked as such on its first page) and six (6) identical copies.

To assist the Selection Committee, all sections and appendices must be separated by tabs and dividers clearly labeled.

All proposals **must** contain:

a) Proposal Summary Form, in the form of **Appendix B**.

b) Table of Contents

Include page numbers and identify all included materials in the proposal submission.

c) Letter of Introduction

Introducing the organization and signed by the person(s) authorized to sign on behalf of and to bind the organization to statements made in response to this RFP. This should contain the same signature as the person signing the submission forms.

d) Executive Summary

Organizations are requested to provide a summary of a maximum of **one** page of the key features of the proposed project.

e) Property Status

- i. Submit a copy of the title to the property on which the housing project is operated (deed, transfer etc.). If you lease the property, submit a copy of the lease together with written permission from the property owner;
- ii. Submit copies of mortgages registered against the property.

f) Organization & Organization's Team Qualifications (20 points)

- i. Provide the name of the person on your team who will be responsible to implement the Project, as well as their relevant experience in implementing a project of a similar size and scope;
- ii. Provide a description of your organization's previous relevant experience implementing a project of a similar size and scope.

g) Renovation and/or Improvement Plan (30 points)

Please provide:

- i. A scope of work for the Project;
- ii. The original of three current quotes and a summary of each quote where appropriate. **Note:** quotes must represent a cost effective, value-for-money approach to the work. If you are applying to renovate your building, three quotes from a licensed general contractor must be submitted. If your proposal is for the purchase of equipment, appliances or furniture, three quotes from reputable suppliers must be submitted. **(Appendix G)**
- iii. A rationale as to why you have selected the specific contractor/supplier;
- iv. A work plan for the duration of the project that is structured monthly. Projects must start no later than **September 16, 2019 and all Reaching Home funding must be spent by March 31, 2020 (Appendix F)**;
- v. An explanation of how the Project improves the function of the building. Provide photographs, design drawings etc. as appropriate;
- vi. Information on how maintenance will be reduced and/or the lifespan of the building prolonged (if applicable).

h) Financial Viability and Value for Money (25 points)

Please provide:

- i. A completed Capital Budget Pro Forma as set out in **Appendix C**;
- ii. A copy of your audited financial statement for the past 2 years;
- iii. Information on other funding or resources that will be used to complete the Project (if applicable);
- iv. The balance of current capital reserve fund and proposed uses for these funds in 2018/2019;
- v. An explanation as to why this work cannot be done with your reserves. i.e. justify your needs for these funds;
- vi. A copy of current rent levels for each room/unit.

i) Tenant Impact Plan (15 points)

Please provide:

- i. An explanation of how the Project will improve the quality of life for the tenants in your building;
- ii. Information on how the Project will be managed to minimize and mitigate the disruption to tenants.

j) Meeting City Priorities (10 points)

The Housing Secretariat and Shelter Support and Housing Administration (SSHA) delivers housing and homelessness services and programs that build on the Housing First strategic objectives identified in the *Housing Opportunities Toronto: An Affordable Housing Action Plan 2010-2020*.

The City has also identified opportunities for more integrated service delivery and greater co-ordination among service partners, as well as identifying the outcomes of housing support services. Some of the key principles that support this approach include:

- a Housing First approach focused on solutions that help people to find and maintain permanent housing;
- a focus on delivering housing and related supports for Indigenous (First Nations, Inuit, Metis) clients;
- a client-centered approach focused on achieving positive outcomes for clients; and
- engaging community stakeholders and clients in developing priorities and solutions.

1. Please provide an explanation of how your organization responds to any or all of the above priorities.

2. If applicable, provide proof of mandate as an Indigenous housing provider including articles of incorporation, annual report and any other relevant document.

Note: Proposals must be delivered by no later than the Closing Deadline of 12 p.m. (noon) on **Friday, July 19, 2019**, addressed to:

**City of Toronto
Housing Secretariat
Attention: Valesa Faria, Acting Director Housing Secretariat
55 John Street, Metro Hall
7th floor
Toronto, ON M5V 3C6**

Delays caused by any delivery service (including Canada Post and courier) shall not be grounds for any extension of the Deadline. Proposals that arrive after the Deadline will not be accepted.